



Mr David Jeapes

Message from the Headteacher

Mr David Jeapes

Mayfield is a heavily oversubscribed school in the north of the City of Portsmouth. We provide a co-educational, non-denominational day school for children aged 6 months to 16 years. We have a single governing body and vision which is to provide our pupils with:

- Outstanding academic standards, with a particular focus on acquiring a foreign language, developing competency as a musician and performer, as well as encouraging sporting prowess - all in a timely fashion;
- Outstanding pastoral care based on nurturing each individual's self-esteem and ambition to realise their full potential;
- Outstanding opportunities to develop resilience, responsibility, respect and character to succeed both at school and prepare them for being a well-equipped member of society.

We have two specialisms around the performing arts and STEM (Science, Technology, Engineering and Mathematics). We are seen locally as a centre of excellence in these areas. Our school is split into four sections and caters for National Curriculum Years (NCY) up to Year 11:

Nursery and Pre-School (ages 6 months to 4 years);

Infants (ages 4 to 7 years/NCY EYs to 2);

Junior (ages 7 to 11 years/NCY 3 to 6);

Senior (ages 11 to 16 years/NCY 7 to 11).

The Infant and Junior Sections combined are referred to as our Primary Section.

Each Section has a dedicated teaching team and suite of rooms. However, we have a number of shared facilities which are used across all sections of the school. Since September 2011, over £4 million has already been invested in improving our school and excitingly we are in the process of an entire new build of Mayfield School to open Summer 2021 which will give our pupils outstanding state of the art facilities.

Mayfield has seen significant improvements in all areas over the last few years. Our most recent OfSTED inspection judged us as 'good' in all areas and we are now one of the most popular schools in the City of Portsmouth. We also host a pre-school and nursery called 'Little Sunbeams' which was rated as 'outstanding' in its last OfSTED inspection.

School Ethos

Mayfield's vision statement is *your only limitation is your ambition*. In many ways our role is simple; support every pupil to realise their potential by challenging low expectations and supporting each one to achieve all that they are capable of. Our school is highly disciplined, smart and friendly. Staff and pupils are encouraged to frequently greet each other, show good manners and have a smile on their face! Only by respecting one another and the environment we work in can we have the necessary conditions for outstanding learning to take place. All phases of our school develop the 6Rs in our pupils. We strive to develop our pupils so they are:

- Resilient;
- Ready;
- Respectful;
- Responsible;
- Resourceful;
- Reflective.

We know that by developing these attributes in our pupils they will leave us as confident young people ready to take their place in the world.

Supporting the School Ethos

If you choose to join our school, then we assume you have "signed up" to our ways of working. All pupils are expected to maintain the highest standards of language and behaviour both around the school as well as on the journey to and from school. We want our pupils to be positive as they walk between lessons and show respect to others by not running or making excessive noise, holding doors open, picking up litter and greeting each other politely. In lessons we expect them to try their hardest and be prepared to help others.

Points of Contact

The main point of contact for parents/carers of pupils in the Primary Section will be their class teacher. In the Senior Section a parent should contact their child's tutor. Generally, the best way to contact the school is via email. Up to date email addresses for staff can be found on the school's website.

Special Educational Needs

Pupils with on-going needs will have designated support in line with their SEND needs including those with an education, health and care plan (formerly known as a statement). Other pupils will have their needs met through their classroom teachers. The school has a range of support activities which pupils can access. If you would like to find out more about the support available for your child then contact either your child's point of contact or our Senior SENCo, Mrs Erika Anders via email on: AndersE@mayfield.portsmouth.sch.uk or our Primary SENCo, Mrs Jo Buck via email on: Buckj@mayfield.portsmouth.sch.uk

Extra-Curricular

After school we have an extensive programme of extra-curricular opportunities for all pupils. Primary pupils are expected to participate in at least two sessions per week and Senior pupils in at least one. Our programme is published on the website and regularly updated. ALL extra-curricular activities are free of charge and senior pupils sign up with their class teacher or tutor. If your child is participating in an extra-curricular activity out of school,

then this could count as one or more of their sessions. Primary extra-curricular **must** be booked in advanced via the school's online booking system (on our website).

Breakfast and After School Clubs

For pupils in the Primary Section, we run a breakfast club from 7.45am to 8.45am and an after school club from 3.30pm to 6.00pm every day. These clubs are supervised and include food and drink. There is a small charge for pupils accessing these clubs and they **must** be booked in advance. Spaces are limited and sold on a 'first come first served' basis. You can book places through the school's Tuscani online payment system (on our website). A unique sign-on letter will be provided to you to access this system. In the event that a pupil is not collected after an extra-curricular club at 4.30pm and they have not been pre-booked into the after school club, we will supervise them and charge a flat fee of £10 regardless of the length of time they are supervised for, even if this is only a few minutes.

For pupils in other year groups our 'Café Tranquilo' is open from 7.45am until 8.40am. Pupils can purchase a range of hot and cold drinks and snacks. There is no charge for this provision and no need to book in advance. Our school library is open every day for any pupil to use.

Medication

For Senior pupils, if your child has been prescribed 'long term' medication that needs to be taken during school hours, then please alert our Health and Welfare Officer, Mrs Sally Rowntree on Rowntree@mayfield.portsmouth.sch.uk or call 02392693432 (ext 224) between 8.30am and 3pm. Also, for pupils in the Senior Section, any prescribed 'short term' medication must be given to our Health and Welfare Officer and this will be administered in our medical room. All medication should be clearly labelled and administration details attached.

For Primary pupils, if your child has been prescribed 'long term' medication that needs to be taken during school hours, then please alert our Primary Home-Family Link worker, Miss Liz Lester on lesterl@mayfield.portsmouth.sch.uk or call 02392693432 between 8.30am and 4:30pm. Also, for pupils in the Primary Section, any prescribed 'short term' medication must be given to our Primary Home-Family Link worker and will be administered in our medical room. All medication should be clearly labelled and administration details attached. Primary parents must complete the relevant form which is available from the School Reception.

Under no circumstances should pupils take prescription medication unsupervised. Please keep us informed about changes to your child's medical history by contacting our Health and Welfare Officer for Senior pupils or our Primary Home-School Link worker for Primary pupils.

Additionally, we have a dedicated School Nurse who will provide confidential support and advice as necessary. If you wish your child to be seen by the school nurse, please contact either our Senior SENCo, Mrs Erika Anders via email on: AndersE@mayfield.portsmouth.sch.uk or our Primary SENCo, Mrs Jo Buck via email on: Buckj@mayfield.portsmouth.sch.uk

Uniform

Pupils should take pride in their uniform and look smart at all times, including when walking to and from school. Shirts must be tucked in and ties properly in place. Parents who accept a place at Mayfield School agree that their children will follow the school uniform requirements.

The school has two uniform suppliers: Skoolkit and Penelope Ann School Wear.

Compulsory uniform items which **must** be purchased from one of the school suppliers:

- Black blazer with logo;
- Mayfield tie (only available from Skoolkit or Mayfield School);
- Book Bag (Primary Section only);
- School Bag (Junior Section can replace the book bag with this);
- PE Bag (Primary Section only);
- PE shirt (name initialling available from supplier) (for Years 1-11 this is in House colour).

Compulsory uniform items available from the high street:

- White short / long sleeve shirt with a collar;
- Black "school" trousers (not jeans, leggings or jeggings);
- Black "polishable" shoes with a low heel. Shoes must be completely black and devoid of branding/logos;
- Black or white socks;
- Black or natural tights;
- PE kit: Sports trainers; plain black shorts or plain black jogging bottoms (Years R-11) or plain black leggings (Years 7-11) and black PE socks.

Optional uniform items which **must** be purchased from school supplier:

- Black v-neck jumper or black v-neck cardigan with school logo;
- Black plain drop-pleat school skirt with school logo;
- Black skort for PE with school logo (Years 3-11);
- Tracksuit top for PE in House colours (Years 1-11)
- Summer hat (Primary Section summer uniform only);
- Summer dress (Primary Section summer uniform only);
- Black tailored shorts with the school logo (summer uniform only).

Pupils are only allowed to wear the summer uniform from the start of the summer term until the October half-term holiday.

School Suppliers

Penelope Ann

34 - 36 Tangier Road

Copnor

Portsmouth

PO36JN

Tel: 02392 66 61 42

paschool@hotmail.com

Monday to Friday 9.15am to 5.30pm

Saturday 9.15am to 5.00pm

Closed Wednesday (November to February)

Skoolkit

The Meridian Shopping Centre
Havant
PO9 1UN
Tel: 02392 455795

enquiries@skoolkit.co.uk

Monday to Friday 9am – 5.30pm
Saturday 9am – 5pm
Closed Sunday and Bank Holidays

Uniform Rules

- Blazers must be worn every day to and from school and in and around the school building;
- It is at the individual teachers' discretion to decide if blazers can be removed in the classroom;
- On formal occasions and when representing the school at off-site events, trips and visits blazers must normally be worn. If it is not appropriate for a blazer or other items of uniform to be worn, the member of staff organising the trip will inform you in writing;
- During periods of extreme heat, we have a "Hot Weather Protocol" details of which will be posted on the school's website;
- Pupils have a choice to wear either a cardigan or the v-neck jumper (with the school logo) or none at all;
- Pupils can wear either a skirt or trousers;
- If pupils wear a skirt, then they must wear either black or white socks or black/natural coloured tights;
- Jeans, tracksuit bottoms, leggings, skinny jeans, shorts (other than the approved ones with the school logo as summer uniform), cut-off trousers or anything other than school wear trousers are not classed as appropriate trousers for school;
- Sandals, canvas/material shoes or boots of any kind are not acceptable;
- Trainers may only be worn in PE or Dance;
- PE kit must be worn to all PE lessons. If a pupil is not actively participating, then they will still be required to take on a coaching or umpire role in the lesson;
- Early Years pupils will be issued, free of charge, with a 'tabard' for lunch and art or craft sessions.

Pupils with Incorrect Uniform or Incomplete Equipment

Parents / carers should provide a dated note for their son/daughter to bring to school to explain why any item of uniform is not worn due to reasons beyond their control. The school will endeavour to issue a temporary replacement item from our pre-worn stock which must be returned in good condition at the end of the school day. Class teachers will discuss uniform issues with Primary parents. In cases where the school has insufficient stock then pupils in the Senior Section may not be allowed to follow their normal timetabled lessons and alternative provision will be made. Pupils in our Senior Section may purchase missing equipment on the school gate each morning.

Jewellery

We would actively encourage pupils to **not** wear jewellery to school. The only jewellery that we allow is one earring in the lobe of each ear (studs or small sleepers – little finger size) and a wrist watch.

Please note that as a school we adhere to the following rules:

- No visible facial or body piercings including nose piercing;
- No retainers for piercings;
- No ear stretchers;
- No rings or bracelets or visible necklaces;

- No large fashion belts or scarfs.

If seen, these items will be confiscated. They will be held, until the end of the school day, by the Behaviour and Attendance team from whom the pupils will need to collect them.

Hairstyles/Make Up

Hairstyles should be reasonable. Extremes of fashion and colour, e.g. hair dyed to an unnatural colour, two-tones of hair colour, excessively short or unusual styles are not acceptable and may result in a pupil being sent home or alternative provision being offered. Hair beyond shoulder length must be tied back. Make up and nail varnish must be minimal and subtle. Brightly coloured nail varnish or false nails should not be worn. In all matters concerning hairstyles, make up, fashion and colour the Headteacher's decision is final.

Mobile Phones/Portable Devices/Smart watches or Similar

Whilst we recognise some parents or carers may wish to allow their child to carry a mobile phone, ipad or similar, the use of these is strictly prohibited whilst on the grounds of the school including at break and lunch times. If seen, these items will be confiscated by staff members and will only be returned when the pupil has been seen by a member of the Behaviour and Attendance team and contact home has been made. Should you need to make contact with your child urgently then please ring, text or email 'Pupil Services' on:

Email	-	pupilservices@mayfield.portsmouth.sch.uk
Answer phone	-	02392 693 432 ext 236
Phone	-	02392 693 432 ext 271
Text/Call	-	07908676745

Equally, if your child needs to make a call, they may request to do so during break or lunch times by visiting 'Pupil Services'.

If children in the Primary Section need to bring a mobile phone into school, this **must** be handed in to the class teacher on the door in the morning and the teacher will keep the phone safe for the day. The teacher will pass the phone back to an adult at the end of the day.

Friends of Mayfield

The Friends of Mayfield (FOM) are a group of parents, carers, family members and staff that organise events to raise funds and bring our community together. Anyone can join and you can commit as much (or as little) time as you wish. If you are interested in finding out more please contact, Mrs. Judith Firth, Chair FOM on FirthJ@mayfield.portsmouth.sch.uk or indicate you would like to get involved at the end of this booklet.

Mayfield Messenger

Every Friday during term time we send out an e-newsletter called the 'Mayfield Messenger'. This provides an update to school life and highlights our achievements during the previous week. We also enclose a list of important events

and dates with email links to the member of staff organising each event. To sign up, please visit our website and “Subscribe to our Blog” or complete the section at the end of this booklet.

Online Payments

Mayfield School currently uses the following online payment systems:

System	Purpose	Who to contact
ParentPay https://www.parentpay.com/	Senior section cashless catering	Danny Backhouse backhoused@mayfield.portsmouth.sch.uk Steph Manns manns@mayfield.portsmouth.sch.uk Tel: 02392 693 432
Tucasi https://www.scopay.com/mayfieldsch	Primary breakfast club Music tuition Trips/rewards Other items	Danny Backhouse backhoused@mayfield.portsmouth.sch.uk Steph Manns manns@mayfield.portsmouth.sch.uk Tel: 02392 693 432

Unique registration letters will be provided to parents and carers to enable them to access each system. Links to all online payment portals are available on the school’s website.

Parent’s Evenings

Throughout the year we run a number of Parent’s Evenings for all year groups. These provide a focussed update on progress for all pupils. Parents and carers should book appointments via our online booking system which can be found on our website. Each appointment slot is 10 minutes for Primary and 5 minutes for Senior. If you would like more time to speak with any member of staff, then please email them directly to set up a mutually convenient time. Staff are also happy to offer feedback over the phone or by email. We actively encourage you to have your child accompany you to Parent’s Evenings. The dates for these will be displayed on the school website and via the ‘Mayfield Messenger’.

Pastoral Care

Mayfield operates a House System for pupils from Year 1 to Year 11 and, in the Senior section, a ‘vertical’ tutoring system. The House system promotes pupil leadership and acts as an extended ‘family’ for all members. We have four houses, each led by a Head of House. In the Senior Section, each House has nine ‘vertical’ tutor groups which contain a mix of pupils from Years 7, 8, 9, 10 and 11. Pupils from the same family are usually put in the same House. Your child’s tutor or class teacher (for Primary) is usually the first ‘port of call’ for any problems or questions you might have. If you are unable to reach your child’s tutor or need further clarification on any issue, then the contact details of the Heads of House and Assistant Heads of House are:

House	Colour	Head of House	Contact Details
Discovery	Red	Miss Jo Webb	Webb@mayfield.portsmouth.sch.uk
Intrepid	Green	Miss Jess Jones	Jonesj1@mayfield.portsmouth.sch.uk
Victory	Yellow	Mr Phil Denford	DenfordP@mayfield.portsmouth.sch.uk
Endeavour	Blue	Mr James Campbell	CampbellJ@mayfield.portsmouth.sch.uk
House	Colour	Assistant Head of House	Contact Details

Discovery	Red	Mrs Carly Reid	Reidc@mayfield.portsmouth.sch.uk
Intrepid	Green	Mr Steve Reid	Reid@mayfield.portsmouth.sch.uk
Victory	Yellow	Miss Amy Dare	DareA@mayfield.portsmouth.sch.uk
Endeavour	Blue	Miss Sarah Hutchinson	Hutchinson@mayfield.portsmouth.sch.uk

Mayfield is a restorative school. This means that we try to take a restorative approach to resolving conflict both inside and outside of the classroom.

Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right. Being restorative helps to support both pupils and staff and enables us to deal with incidents in a way which focuses on rebuilding relationships rather than punitive sanctions.

Restorative meetings are voluntary and may take place between pupils and peers or pupils and staff. Any person taking part in the meeting is welcome to bring a trusted person with them from within the school community e.g. a friend, tutor or Head of House.

Pupil services

Pupil services is based in the general office and is accessed through the hatch in the wall. This is open to all pupils throughout the school day to deal with any non-medical issues such as:

- Lost property;
- Calling home;
- Timetable issues;
- Attendance.

Also, the pupil services team can signpost any child to additional help in areas such as:

- Bullying;
- Safeguarding;
- Health and well-being;
- Problems at home;
- Special educational needs;
- Academic help.

Under no circumstances should pupils enter the general office or reception area. The contact details for pupil services are:

Email - pupilservices@mayfield.portsmouth.sch.uk
Phone - 02392 693 432 ext 236 (answer phone)
Attendance - 02392 693 432 ext 271
Text/Call - 07908676745

Pupil Leadership

As a school we aim to provide clear pathways for pupils to develop themselves as leaders. Some of the opportunities that are available are:

Young Leaders – Any pupil in Years 7, 8, 9 or 10 can apply to be a ‘Young Leader’. In effect they are trainee Prefects who wish to contribute their time and energy into the life of the school to convey the pride and enthusiasm they have. They wear a distinctive blue badge;

Prefects – All pupils in Year 11 are given the opportunity to apply to be a Prefect so they can uphold and represent the highest standards of expectations for pupils at Mayfield. Some of these go on to apply for and have roles on the Senior Prefect team, including: Head and Deputy Head Prefect. Prefects wear a Purple badge and the Senior team wear a black shielded badge with gold writing.

House Captains – Any pupil in Years 1 to 11 can put themselves forward as a “House Captain” for their section. House Captains are appointed for one academic year and have a special badge. They have a particular focus on running and promoting House based events throughout the year;

Young Mentors – During the final half term of school life, pupils in Year 11 can apply to become Young Mentors. This is a paid position and pupils are inducted and treated as a member of staff;

School and House council - As part of our tutor time programme, pupils are given the opportunity to have their say through 'Voting voice' which covers a wide range of issues both in and out of school. Pupils can elect to be nominated to represent their tutor groups as part of the House council, where they will discuss and decide their opinions and ideas on a variety of school and House issues. Each House elects two pupil representatives to sit on the School council, where they will liaise with the Senior Leadership of the school; meet representatives of outside agencies such as caterers and represent the school at events such as the Portsmouth Mayor making ceremony.

Primary pupils also are encouraged to take on leadership responsibilities such as:

- School Council Representative;
- Pupil Librarian;
- Playground Pals;
- Junior Road Safety Officers.

Our pupil leadership coordinator is currently Mrs Steph Bartlett.

Rewards

We firmly believe that a clear and consistent rewards system is at the heart of the school’s ethos. We recognise and promote pupil achievement and leadership in a number of ways, depending on the phase of schooling. More details can be found later in this booklet in the relevant section.

Instrumental Music Tuition

Opportunities are available for your child to receive additional instrumental music tuition at Mayfield School. From September 2019, we have small group lessons available in:

- Piano/keyboards;
- Guitar;
- Singing;
- Violin;
- Drums and percussion.

Lessons take place during the school day in groups of two or three and last for 30 minutes each with a trained instrumental music teacher. It is not always necessary to own an instrument to take part in these lessons since the school can provide the use of a limited range of musical instruments.

A full copy of our Music Charging Policy is available on the School Website under the Policies section. If you would like your child to take part in this programme, please tick the appropriate box at the end of this booklet and sign the declaration. For more information about this provision please contact Mr Mullin, Subject Leader for Music on: Mullin@mayfield.portsmouth.sch.uk. Payment for this tuition will be taken through Tucasi.

Behaviour Code

Mutual respect underpins our view on behaviour. Pupils will be treated with respect and in turn are expected to treat all other members of the school community in the same way. Pupils are encouraged to greet others whilst walking around the school, hold doors open for each other, pick up litter and generally show good manners to each other and adults.

Behaviour Management

Pupils that fall short of the school's expectations will receive an age appropriate sanction. We aim to apply sanctions consistently and proportionately. We have a wide range of support services available for pupils and their families. Information about these services is sent out periodically via the 'Mayfield Messenger'. In the event that a parent or carer disagrees with a sanction set, then they should put their reasons in writing and the matter will be investigated in line with the School's Complaints Procedure. Where possible, whilst the investigation is ongoing, the sanction will be suspended. If the investigation finds in favour of the complainant, then the sanction will be quashed and/or an apology issued. Conversely, if the complaint is not upheld, then the sanction will be applied. Our behaviour manager is Mrs Carole Sands and her email address is: Sands@mayfield.portsmouth.sch.uk

Attendance and Punctuality

Good attendance and punctuality to school/lessons is vital for ensuring each pupil reaches their potential. Our attendance figures have shown a marked improvement over time and to continue this trend we have adopted the following protocols which we ask all of our parents and carers to support:

- Many of our rewards, including participation in teams, are based on good attendance. Pupils with attendance below 95% are likely to be exempt from such rewards and activities unless absences were authorised;
- Pupils with poor attendance will be placed on an 'Attendance Contract' which is monitored by a member of the Behaviour and Attendance Team or the House Team.

Generally, term time leave of absence will not be authorised unless there are exceptional circumstances. The Headteacher has the authority to decide whether or not to authorise a leave of absence. In making the decision to authorise an absence the Headteacher will consider the pupil's attendance to date, the reasons for the absence and the potential impact of any absence on the pupil's learning and progress. Securing a cheaper holiday is unlikely

to be considered an exceptional circumstance. Leave of absence forms can be found under the "Attendance Matters" section of the school website.

If a pupil's attendance to school is irregular, then we aim to support the pupil and parent or carer by:

- Maintaining contact with the family to understand the reasons why a child has been absent;
- Signposting pupils, parents and carers to internal and external support;
- Using a 'staged' approach to issuing sanctions and support up to and including a 'fixed penalty notice';
- Treating all cases individually but, striving to be consistent in the application of policy and procedure.

If pupils are late to school, parents will be notified on the day.

Our Education Welfare Officer is Mrs Sharon Rolfe and her email address is: Rolfe@mayfield.portsmouth.sch.uk

If Things go Wrong

If you are unhappy about any aspect of the work of the school, then we would ask that you contact us directly in the first instance. Parents and carers can do this by:

- Sending a letter or email to your child's tutor or teacher;
- Sending a letter or email to your child's Head of House;
- Completing a request for contact form, available at the school's reception.

We endeavour to acknowledge any communication within two working days and seek to respond to any complaints within ten working days. If we need longer, then we will let you know why and set a new date for a response to your complaint.

Please note, in line with our Complaints Policy, the Headteacher will not investigate complaints in the first instance, but will delegate this to an appropriate member of staff depending on the nature of the complaint. **Only after this stage has been exhausted** will the Headteacher investigate the issues around any complaint. If, following a complaint, the school is found to be at fault we will offer a full apology and determine whether we need to review our school policies or procedures. We recognise that only by being "open" to complaints can we continuously improve.

Primary School (Early Years to Year 5) Information

Mr Matt Stedman is the Head of Primary and is responsible for the day-to-day leadership and management of this area. His email address is StedmanM@mayfield.portsmouth.sch.uk.

Classes and Teachers

We have five National Curriculum Year groups in the Primary section covering Years R -5. The names of the classes and the email addresses of the class teachers are as follows:

NCY	Name	Teacher's name	Class teacher's email
Year R	Seahorse	Miss Jessica Percival	Percival-Jessica@mayfield.portsmouth.sch.uk
Year R	Jellyfish	Mrs Laura Moore/Mrs Jo Buck	Moore-Laura@mayfield.portsmouth.sch.uk BuckJ@mayfield.portsmouth.sch.uk
Year 1	Octopus	Mrs Melanie Guy	GuyM@mayfield.portsmouth.sch.uk
Year 1	Turtle	Mrs Amber Sheppard	SheppardA@mayfield.portsmouth.sch.uk
Year 2	Dolphin	Miss Daisy Quelch	Quelch-Daisy@mayfield.portsmouth.sch.uk
Year 2	Seal	Miss Sophie Hatton	Hatton-Sophie@mayfield.portsmouth.sch.uk
Year 3	Nile	Miss Kirsty Williams	Williams-Kirsty@mayfield.portsmouth.sch.uk
Year 3	Amazon	Miss Jennifer Lewis	LewisJ@mayfield.portsmouth.sch.uk
Year 3	Ganges	Miss Jennifer Hopkinson	Hopkinsonj@mayfield.portsmouth.sch.uk
Year 4	Yangtze	Mrs Emma Hall	HallE@mayfield.portsmouth.sch.uk
Year 4	Mississippi	Miss Morgon Campbell	Campbell-Morgon@mayfield.portsmouth.sch.uk
Year 4	Danube	Mrs Christina Pountain	Pountain-Christina@mayfield.portsmouth.sch.uk
Year 5	Aegean	Miss Rebecca Large	Large-Rebecca@mayfield.portsmouth.sch.uk
Year 5	Caspian	Miss Peyton Turner	Turner-Peyton@mayfield.portsmouth.sch.uk

Each class has a dedicated Teaching Assistant.

Assistant Headteachers

Mrs Jo Buck and Miss Jennifer Lewis are Assistant Headteachers with key responsibilities across the Primary phase. Mrs Buck has responsibility for Inclusion, Intervention, Safeguarding and working with parents and families, while Miss Lewis has responsibility for developing the Curriculum and Teaching and Learning.

Phase Leaders

Phase Leaders co-ordinate the quality of education across a phase of the school. Phase Leaders will have the overview of the curriculum, progress and behaviour of children in the following phases:

Early Years – Mrs Jo Buck

Years 1 and 2 – Mrs Amber Sheppard

Years 3 and 4 – Mrs Emma Hall

Years 5 and 6 – Miss Rebecca Large

School Day – September 2019

Primary Section		
Time	Activity	Notes
7.45am to 8.45am	Breakfast Club	Fee applies
8.45am to 9.00am	Morning tasks	Parents and carers to leave site by 8.55am
9.00am to 10.30am	Morning Session 1	
10.30am to 10.45am	Break	Free fruit is available
10.45am to 12.00pm or 12.15pm	Morning Session 2	
12.00pm to 1.00pm 12.15pm to 1.15pm	Lunch for Year R Lunch for Years 1 to 5	30 minutes play / 30 minutes eating
1.00pm or 1:15pm to 3.30pm	Afternoon Session	
3.30pm to 4.30pm	Extra-curricular	Free of charge.
4.30pm to 6.00pm	After school club	Fee applies

Daily Routine

Pupils not attending Breakfast Club, should enter the school site via the gates on Mayfield Road from 8.30am onwards. Parents or carers must be present to supervise their child and should ensure that they do not park on the yellow 'zig-zag' lines outside or smoke immediately in front of the school entrance. Please also be aware that dogs are not allowed to be brought on to the school site and it is not appropriate for children to be riding bikes or scooters on the school premises at this time. At 8.45am pupils should make their way directly to their classroom to:

1. Hang up their coat;
2. Put away their book bag;
3. Make a menu choice for lunch;
4. Begin morning jobs and reading tasks.

Parents and carers can support their child in this by explaining the routine and actively encouraging their child to be as independent as possible in accomplishing the above. Parents and carers will not be allowed into the classroom at the start and finish of the school day for safeguarding reasons. The school gate will be locked at 8:55am, after this time, pupils should access their class via the main school reception.

First Day and Parental Engagement

The first day of the Year for Reception aged pupils is Thursday 5th September 2019. On this day, we are very happy for family members to accompany their child into the classroom. Beyond this, we ask that you let them make their own way into the classroom each morning.

During the course of each term we organise 'family learning weeks' and 'themed days' in which family members are invited in to see what their child is learning. These dates are published on the school calendar and the 'Mayfield Messenger'.

Authorised Persons List

Before starting school, a member of staff will meet with the adults that have parental responsibility for the child – usually the parents. These persons will be a ‘Main Authorised Person’ (MAP) and they will keep the ‘Authorised Persons List’ (APL) up to date with the names and contact details of all adults that have permission to pick up their child. The MAPs will also decide the unique password which must be given by an adult on the APL before they are allowed to remove a child from the school site. Under **NO** circumstances will we release a child to a person unless:

1. They are over 18 years of age and are ‘responsible’;
2. Their name and contact details appear on the APL held by the school;
3. They know the child’s unique password.

The MAPs can update the APL and password as often as they wish but they must do so in writing. In the case where there is a dispute over the identity of a MAP, the Head of Primary or designated staff member will meet with all parties to agree a way forward.

Health Matters

We would like our pupils to attend as often as possible. Please send them to school even if they have minor coughs and sniffles. However, if your child has been suffering from sickness and/or diarrhoea then they should be kept home for 48 hours since the last incidence of illness. If you find your child has ‘headlice’ then please treat and send them into school notifying us this has occurred. If you need any further advice, then please speak with any member of staff or email our Primary Home-Family Link worker, Miss Liz Lester on lesterl@mayfield.portsmouth.sch.uk

Lunch Time and Packed Lunches

We are in the fortunate position that all Infant pupils will eat a free hot meal together during the lunch break. Please be aware that there is NO option to bring in a packed lunch from home. Our website contains information about the lunch menu and each morning, pupils can make their choice of meal. Pupils are expected to sit and eat their meal using a knife, fork and spoon. A team of lunchtime supervisors will help pupils cut their food, encourage them to have good table manners and check that they have eaten sufficient food before they are allowed to clean their plates and go out to play. Parents and carers may, if they wish, take their child home for lunch. If you wish to do so, then please alert your child’s teacher in the morning and pick them up at 12.00pm (Year R) or 12.15pm (Years 1-5) and return them to school at the end of the lunch break. If your child requires a special menu or has specific dietary requirements, then please alert your child’s teacher via email.

As children progress into the Junior section, we *strongly* encourage all children to eat school lunches. However, it is accepted that parents may choose not to pay for the school meal.

Parents of pupils in Year 3, 4 and 5 wishing to have packed lunches for a particular reason are expected to provide their children with packed lunches which are in line with our packed lunch policy. This policy is available on the school website. The policy applies to all packed lunches to be eaten within school or on school trips during normal school hours.

Our Curriculum

We have a thematic approach to our curriculum that always begins with a 'hook' or ends with a celebration. We follow the National Curriculum and the Early Years Foundation Stage (EYFS) curriculum. Phonics, English and Mathematics are taught every day. We aim to teach children how to learn and give them opportunities to assess their own learning and set targets for themselves.

At times during the day, the children might be accessing learning based on more than one subject in one activity. This ensures good curriculum coverage and embeds skills that can be applied to any learning activity. We regularly invite visitors to our school and have whole school themed activities to enrich the learning experience.

We welcome parental involvement in children's learning and will share a topic plan each half-term with parents. The topic plan shows the learning across different subject areas and has suggestions for families to extend the learning outside of school. The topic plans are constantly revised and updated to ensure that they are tailored to the needs of the children and can be viewed in the Primary Section of the school website.

Developing reading is at the centre of our curriculum and we encourage parents to play an active role in supporting their child's reading at home.

Our learning across all subjects is underpinned by our Learning Superpowers. These are the values, skills and qualities that will help our children to succeed as they move through the school. These Learning Superpowers are:

- Resilient;
- Ready;
- Respectful;
- Responsible;
- Resourceful;
- Reflective.

Rewards

A clear and consistent rewards system underpins the work of the classroom teacher. We have a number of rewards such as:

- Head of Primary reward tea;
- Star of the week;
- Learning Superpower Rewards;
- Achievement certificates;
- Verbal praise, stickers and certificates;
- Privilege – golden time, choosing class stories;
- Responsibility - School Council, Pupil Librarian, Classroom Monitor;
- Recognition – work displayed and achievement points;
- Representing the school – throughout the year we invite groups of pupils to represent the school locally or nationally.

We finish each week with a Celebration Assembly to reflect on all of the achievements of the week in and out of school.

Home/School Contact

We actively encourage parents and carers to share achievements and concerns with us. Every day before and after school parents and carers have an opportunity to speak with staff members. Also, parents and carers can write messages in the pupil planner which is sent home every day in the book bag and checked every morning by a member of staff. If there are any additional concerns you would like to share with any of the staff, please contact them via email or make an appointment via the Main Reception.

We encourage all adults connected with a pupil at Mayfield to sign up for our newsletter – the ‘Mayfield Messenger’. This can be accessed via the school’s website and is sent out every Friday during term time to keep you up to date with events and news of the week.

Assessment and Reporting

At the end of every half term, a progress report is sent home to parents and carers. This provides information on your child’s achievement across the areas of learning. Also, information about your child’s behaviour for learning, achievement points, reading and attendance. We ask that you discuss this report with your child and over time build up a profile as to their progress.

Additionally, at the end of the EYFS, in the summer term of the Reception Year in school – teachers complete an assessment. This assessment is carried out by the Early Years teacher and is based on what they, and other staff caring for your child, have observed over a period of time and shared with you towards the end of the summer term.

In Year 1 pupils complete a national phonics screening assessment. Results will be shared with parents and carers towards the end of the summer term when reports are written informing you as to your child’s progress and achievement, as well as the targets that have been set for the coming year.

In Year 2 pupils complete their Key Stage 1 SATs in English and Mathematics in May. There are two Reading Tests and a Grammar, Punctuation and Spelling (GPS) Test for English. For Mathematics there is an Arithmetic Test and a Reasoning Test. The papers are marked by your child’s teacher and the results are shared with parents and carers before the end of the summer term.

We also send home a full written report for every child at the end of the Summer 2 half term.

Essential Equipment

Every day we expect the pupils to bring in their reading book, planner, keywords and a free choice library book. Additionally, pupils should make sure they have suitable outdoor clothing (coat, sun hat, gloves etc) so that they can access the outside environment. In the hotter summer months, it is important that children wear sun cream to school as we spend a lot of time outside. Our advice to parents is that it is best to apply the ‘once-a-day’ sun cream in the morning before your child leaves for school. Children with very fair skin may need additional protection during the day. If so, can parents please provide a named bottle of sun cream for the child to apply themselves during the day and pass this to the class teacher. We normally find that the sprays are the easiest products for younger children to apply. Water bottles are issued free of charge at the start of the academic year and will be sent home weekly for cleaning. At the beginning of every half term they should bring in their PE bag. Please ensure that all uniform and equipment is clearly labelled with the child’s name.

Prep

Preparation for learning or “Prep” is set every half term. We send home a topic leaflet that shows all the learning that will be taking place throughout the half term. There will be a ‘prep’ activity that we require you to complete with your child at the start of the topic and return by the stated date.

Homework

In addition to the Prep projects, we also set weekly homework tasks:

- All children should share a book at least 5 times a week and this should be recorded in their planner;
- Years 2 – 5 will also be issued with a weekly piece of Mathematics, comprehension or GPS homework on a skill to practise at home;
- Junior pupils will be given weekly times tables practise and spellings.

A Homework Club will run on a Friday during extra-curricular time for children who need additional help or time to complete their work.

Getting Ready for School

To ensure a smooth transition into Year R there are key expectations for all children. You can support your child by encouraging them to be able to:

- use the toilet independently;
- dress and undress for school/PE;
- recognise their name and other familiar words;
- use a knife, fork and spoon;
- follow simple instructions and begin to ask for help;
- listen to and join in with familiar songs and rhymes;
- wash and dry their hands.

Senior School (Years 7 to 11) Information

Miss Louise Hillier is the Head of Seniors and is responsible for the day-to-day leadership and management of this area. Her email address is HillierL@mayfield.portsmouth.sch.uk. Mrs Fiona Rogers is the Deputy Head of School for the Senior Section. Her email address is rogersf@mayfield.portsmouth.sch.uk. The SENCo for the Senior Section is Mrs Erika Anders and her email address is AndersE@mayfield.portsmouth.sch.uk

Essential Equipment

In order to support the smooth running of the school and ensure lessons are most effective, all pupils are required to bring a pen, pencil, planner and reading book to school every day. Each academic year the pupils are issued with a planner free of charge. Lost or damaged planners will incur a charge for replacement.

Desirable Equipment

In addition to the essential equipment required, there are a number of items which we would actively encourage every child to bring into school each day and particularly during exams periods:

- CASIO Fx series calculator;
- Eraser;
- Ruler;
- Protractor;
- Highlighter pens;
- Selection of colouring pencils;
- Pair of compasses.

Induction

Mayfield runs an extensive induction programme for pupils moving into Year 7 in September 2019. Our induction begins on Monday 1st July and runs until Friday 12th July. Whilst all pupils currently in Year 6 with a place at Mayfield are eligible to participate in this programme; **the decision to release pupils for this lies with the Headteacher of the School they are attending. The Year 6 pupils attending our induction remain on the school roll of their current School and therefore all absences must be notified to their School as well as to Mayfield's attendance team.**

During the induction programme pupils will participate in a range of activities including 'normal' lessons and assessment activities.

During the induction days please note that pupils must:

- Arrive each day by 8.10am. Enter through the Senior Section entrance on Hewett Road and assemble in the Main Hall on day one – every day after pupils will attend resilience sessions;
- Bring a suitable reading book, pencil and pen;
- Wear their current School uniform;
- PE kits may be required on some days but this will be confirmed on Monday 1st July;
- Alert the school to any medical requirements via an email to our Health and Welfare Officer, Mrs Sally Rowntree on Rowntree@mayfield.portsmouth.sch.uk;
- Wear long hair up and it must not be dyed any unnatural colours;

- Wear only a single earring in the lobe of each ear;
- Not have any other piercings;
- Not bring a mobile phone into school.

Each day finishes at 3.00pm and pupils may then make their own way home or be picked up by parents from the Senior Section entrance on Hewett Road. If you have any questions about our induction programme, please email Mrs Erika Anders on AndersE@mayfield.portsmouth.sch.uk

During this transition, biometric data in the form of a fingerprint will be collected from pupils who have opted in to this collection (see the permission form at the back of this handbook). This will enable pupils to quickly and easily access the till points in the canteen when buying their lunch using the cashless catering system. Collection of this data is voluntary, on an opt-in basis. Pupils whose fingerprint is not collected will still be able to access the canteen facilities by giving their surname to members of the serverly staff. An individual letter, with a unique registration code for our cashless payment system, ParentPay, will be issued to pupils during the transition.

Academic Organisation

Initially, for lessons (as opposed to tutor time or Resilience), pupils are split into two mixed ability bands, S and T. The S band is formed from Victory and Discovery houses and the T band is formed from Endeavour and Intrepid houses. Within each of these broad bands, pupils are set for Mathematics, Science and English.

In Year 7 pupils study; Mathematics, English, Science, Accelerated Reader, ICT, Spanish, History, Geography, RE, PSE, PE, Technology, Art, Music, Dance and Drama. As they move through the school there are opportunities to select subjects around a pupil's areas of interest.

Approach for both our Most-Able pupils and/or our Talented pupils

At Mayfield School we aim to provide an inclusive and integrated whole-school approach for both our Most-Able pupils and our Talented pupils, with a focus on the unique strengths and talents of our young people. We encourage all pupils to fulfil their potential through extension and enrichment. This is enabled by providing them with access to a broad curriculum and suitably challenging learning opportunities and activities, all of which both extend and enrich pupils learning as well as promoting high aspirations, good progress and high attainment. As such, Mayfield is therefore committed to creating a culture where we celebrate effort, progress and achievement.

Wilkie Scholarship

Mr Brian Wilkie, MBE, was a former pupil of Mayfield and has joined with The Portsmouth Grammar School to provide fully funded places for two pupils to undertake their "A Level" studies at the Grammar School when they leave us. We are the only school in Portsmouth with this arrangement. Any Mayfield pupil can apply for consideration as a "Wilkie Scholar". The list of award winners is below:

The 2012 scholars are Taylor Richardson and Charlotte Marchant;

The 2013 scholars are Alex Todd and Cameron Hall;

The 2014 scholars are Finley Cookson and James Butler;

The 2015 scholars are Lucy Burroughs and Faith Menkah;

The 2016* scholars are Courtney Hardyman and Danielle Todd;

The 2017 scholars are Francis Mitcheson and Laura Mayes;
The 2018 scholars are Connor Storey and Iman Al-Sharrai;
The 2019 scholars are Mary Tumbrok and Helena Williams.

*In 2016 due to the exceptional quality of applicants, The Portsmouth Grammar School also offered two full scholarships to Bradley Jackson and Jasmine Searle.

Mayfield Teaching Model

All teaching staff are required to deliver lessons according to the Mayfield Teaching Model. This model provides a highly prescriptive structure around the delivery of lessons and requires pupils to:

- Line up in pairs outside of the classroom in silence before the teacher allows them to enter;
- Stand behind their chairs with their essential equipment out at the start of the lesson;
- Have an “out of class pass” if walking the corridors during lesson time;
- At the end of the lesson, leave in an orderly fashion.

All lessons will have lesson objectives and success criteria. Teachers will carefully plan their lessons and refer back to success criteria throughout the lesson.

Rewards

Rewards underpin the ethos of the Senior Section:

- Achievement Points – these are issued by any member of staff to pupils who have exceeded expectations in some way. These points are recorded on our internal database and contribute to House points and reward events. At the end of each academic year the House cup is awarded to the House with the largest number of points. Additionally, prizes are awarded to the tutor group and individual pupil from each house with the highest/average number of achievement points;
- Attendance rewards – regularly we offer small prizes for pupils with good attendance as well as achievement points;
- 6R reward slips - any member of staff can pass to pupils a reward slip to take home and share with parents and carers. These slips are for pupils who demonstrate the school’s ethos either inside or outside of the classroom;
- Reward letters - these are sent out to parents each term to congratulate those pupils who have made a real effort with their learning and/or behaviour;
- School Prom – In June or July of each year, pupils in Year 11 are invited to a “School Prom”. This is a formal event usually involving a sit down meal followed by a disco. Prom criteria are published at the start of Year 11. Those pupils who meet these criteria can receive a free or discounted ticket;
- Mentors – pupils can act as mentors for others in a range of areas. Additionally, at the end of Year 11, all pupils may apply to become a “Young Mentor” for the Summer 2 half term;
- Reward Assemblies – each half term, certificates are awarded to pupils who have either maintained excellent levels in their progress report over the previous half term or where there has been a significant improvement over the half term;
- School Trips/Visits – throughout the year we organise a number of trips and visits;
- Representing the school – throughout the year we invite groups of pupils to represent the school locally or nationally.

Payment for reward trips will be taken through the online payment portal, Tucasi. A link to this platform is on our website. Each pupil will be issued with a unique log-in and registration letter which will allow parents to access the system and pay for trips, uniform items and rewards. For help with Tucasi, please contact our general office either Steph Manns on Manns@mayfield.portsmouth.sch.uk or Danny Backhouse on BackhouseD@mayfield.portsmouth.sch.uk

'Prep' and Homework

We believe the setting and completion of homework is crucial for pupils to develop their independent learning skills. Homework is set according to a regular schedule for all pupils, which will be published on the school website every half term.

Literacy

Literacy is highly valued at Mayfield School. Standards of presentation, technical accuracy and spelling are monitored and form a significant part of our monitoring and assessment of pupils. Pupils are encouraged to read widely and often throughout their time at Mayfield School, and will be given opportunities to write extended pieces across all curriculum areas.

Resilience

Pupils in Years 7 and 8 follow a literacy programme between 8.15am and 8.40am called "Resilience" which is unique to Mayfield. This programme is designed to build upon the literacy work of junior schools and consists of silent reading sessions, supported reading and literacy tasks.

School Meals

The school has two canteens, one canteen specifically for Year 7 pupils, selling a range of hot and cold foods and snacks open during all breaks. The other canteen can be accessed by pupils from Years 7 to 11. Additionally, we have 'Café Tranquilo' open every morning from 7.45am for our breakfast club and during school hours for Year 11 use at break and lunchtimes. Parents of pupils who are eligible for Free School Meals (FSM) should inform Mrs Jackie Hamilton on Hamilton@mayfield.portsmouth.sch.uk.

Please note that we operate a 'cashless catering' system which requires pupils to either use a PIN or a biometric scan of their thumb to pay for food or drink. Parents or carers can load cash onto the account using the link to ParentPay on the school's website. Pupils eligible for FSM will have their account loaded automatically.

If you have any questions about cashless catering, please contact our general office, either Steph Manns on Manns@mayfield.portsmouth.sch.uk or Danny Backhouse on Backhoused@mayfield.portsmouth.sch.uk

Punctuality

Lateness to lessons causes disruption to everyone and undermines the work of teachers and the learning of others. Therefore, at the start of every lesson, the teacher will call a register and close it. Once the register has closed then pupils will not be allowed into the lesson unless they have an "out of class pass" explaining the reason for their lateness. All registers will be closed within ten minutes of the start of the lesson. This does NOT mean pupils have ten minutes to arrive to lessons! Pupils who are late to a lesson, and therefore not allowed in, will work in internal isolation for the period and be issued with a detention. Pupils that are persistently late will be placed on a

'Punctuality Contract' which is monitored by a member of the Behaviour and Attendance Team or the Head of House.

Keeping You Informed

For pupils in Years 7 to 11, you will receive either an academic report or a "pastoral" report every half-term. For pupils in Years R to 8 we will be judging progress against end of year 'expectations' on a subject by subject basis. These expectations build the necessary skills and knowledge to ensure pupils can succeed at GCSE.

For pupils in Years 9, 10 and 11, progress is measured around published 'specifications' from awarding bodies. GCSE grades now take the form of 9-1, with a grade 9 being the highest. National benchmarks dictate a grade 4 to be considered a 'good' pass.

For all year groups, information about your child's Attitude to Learning will also be communicated, using a 1-4 scale where 1 is "outstanding" and 4 is "cause for serious concern".

In addition to half termly progress reports we invite parents in to meet tutors and subject teachers at least once a year. We use an online booking system which can be accessed via the school's website. Parents or carers not able to use the 'online' system may request appointments are made on their behalf by writing to, or calling, the Head of House. The dates for parents' evenings are published on our website.

School Day – Years 7 to 11

7:45am to 8:40am	Breakfast Club
8:15am to 8:45am	Resilience (Years 7 & 8 only)
8:45am to 9:45am	Period 1
9:45am to 10:45am	Period 2
10:45 to 11:35	Tutor/Break (See below)
11:35 to 12:35	Period 3
12:35 to 1:35	Period 4
1:35 to 2:00	Lunch
2:00 to 3:00	Period 5
3:00 to 4:15	Extra-Curricular Activities / Period 6 by invitation only

Tutor/Break						
Time		Monday	Tuesday	Wednesday	Thursday	Friday
10.45am to 11.10am	Discovery	Break				
	Victory	Break				
	Intrepid	Tutor	Tutor	Assembly	Tutor	Tutor
	Endeavour	Tutor	Tutor	Tutor	Tutor	Assembly
11.10am to 11.35am	Discovery	Tutor	Tutor	Assembly	Tutor	Tutor
	Victory	Tutor	Tutor	Tutor	Tutor	Assembly
	Intrepid	Break				
	Endeavour	Break				

Pupils in our Senior Section (Years 7 to 11) may only enter the school via the entrance on Hewett Road. Pupils in Years 7 and 8 must be on the school site by 8.10am; after that time pupils are considered late. Pupils in Years 9, 10 and 11 must be on the school site by 8.40am; again, after this time they are considered late.

School Details

Mayfield School
Mayfield Road
Portsmouth
PO2 0RH

T : 02392 693432

F : 02392 665298

E : general@mayfield.portsmouth.sch.uk

W : www.mayfield.portsmouth.sch.uk

Facebook: <https://www.facebook.com/MayfieldPortsmouth/>

Twitter: <https://twitter.com/mayfieldschool>

Instagram: https://www.instagram.com/mayfield_school

If your child is absent, then please contact us as soon as possible by:

Email	-	attendance@mayfield.portsmouth.sch.uk
Phone	-	02392 693 432 ext 236 (answer phone)
Attendance	-	02392 693 432 ext 271
Text/Call	-	07908676745